



## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Scouting &amp; Player Recruitment Administration Assistant</b>
<b>DEPARTMENT:</b>	<b>Recruitment</b>
<b>REPORTS TO:</b>	<b>Head of Scouting/Head of International Youth Recruitment</b>
<b>LOCATION:</b>	<b>The Sir Jack Hayward Training Ground, Compton Park</b>
<b>HOURS:</b>	<b>Full-time</b>
<b>DATE:</b>	<b>31/03/25</b>

**We are Wolves. Progressive, determined, bright, unified and humble. A pack that is hungry for success. Wolves is one of the fastest growing professional football clubs in the UK and also boasts one of the richest histories in the beautiful game.**

Formed in 1877, Wolves was a founder member of the Football League and was one of the country's most successful sides in the fifties and sixties. During a two decade spell the Black Country's most decorated side won three First Division titles and one of its four FA Cups.

Fast forward to 2019, where an incredible two seasons at Molineux has seen Wolves clinch the Sky Bet Championship trophy with 99 points, followed by a seventh place finish in the Premier League, which included memorable wins over Manchester United, Tottenham Hotspur, Chelsea and Arsenal.

But at Wolves it is all about what we will do, not what we have done.

**We don't simply look to the future, we seize it.**

**We are committed to safeguarding and promoting the welfare of children, young people and adults at risk. We expect all colleagues and volunteers to share this commitment. This means that the post-holder is required to apply all relevant policies and uphold the Club's commitment to safeguarding children, young people and adults at risk and to ensuring that Wolves is free from discrimination and harassment.**

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### Job purpose

- To assist in the organisation and development of a first-class recruitment programme that identifies and attracts the best possible players
- To provide an effective and efficient administrative service to both Recruitment and Local Recruitment Departments
- To provide efficient and effective administrative support to the Scouting & Player Recruitment Administrator

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### Key responsibilities

- To support the player recruitment and player loans department in sending out all local, national & international scout requests



- Ensure that the weekly scouting schedule is kept up to date and information is shared with all relevant scouting personnel
- To assist the Head of International Youth Recruitment and Head of Local Recruitment with the Premier League trialist procedure and being the first point of contact for any trialists and their families, ensuring a smooth and efficient trial for them
- To assist the Scouting & Player Recruitment Administrator in booking travel both nationally and internationally for all scouting/loans members of staff using the club's preferred online travel portal
- To assist the Scouting & Player Recruitment Administrator with in-house training for other members of staff using the online travel portal and providing guidance
- To provide administrative and operational support in the signing of any new players and assisting both the Recruitment and Football Management team during the transfer window
- To assist the Scouting & Player Recruitment Administrator with organising and attending in-house scouting meetings both nationally and internationally
- To support the Head of Local Recruitment & Development Centre with any staff CPD events & meetings
- Ensure that all relevant paperwork for each new scout is completed and forwarded to the Premier League/Football Association within the relevant timeframes and comply with relevant guidelines
- Ensure exit procedure for any scouts leaving the club is completed and forwarded to the Premier League/Football Association within the relevant timeframes and comply with relevant guidelines
- To act as a point of contact for the scouting network, answering queries and acting as a liaison between the scouts and Recruitment Management Team, including arranging all relevant equipment/kit for any new employees joining the department
- Review and develop all data, administrative and communication processes for the Recruitment Department, ensuring that an efficient and effective service is being provided at all times
- To attend any special events/dinners/induction seminars/parent evenings/meetings out of hours

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### **General responsibilities**

- Compliance with Club policies
- Compliance with the Club's health and safety procedures
- Compliance with the Club's safeguarding policies
- To promote the Club's values



- To work consistently to embed equality & diversity into the Club
- To undertake such other duties as may be reasonably expected
- To maintain professional conduct at all times

### **Safeguarding**

- This role involves working with children and/or vulnerable adults in a Regulated Activity (or in close proximity to children and/or vulnerable adults). This means that the post-holder is required to apply all relevant policies and uphold the Club's commitment to safeguarding vulnerable people.

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### **Key relationships**

- Head of Scouting
- Head of International Youth Recruitment
- Head of Local Recruitment
- Scouting & Player Recruitment Administrator
- National and local scouts
- Sporting Director
- Loans Manager/Player Pathways Manager/Player Marketing Executive
- Head of Football Operations
- 1<sup>st</sup> Team Coaching Staff and Academy Coaching Staff
- Player Liaison Officers
- Head of Safeguarding
- Executive Assistants
- Academy Administrators
- HR Team
- Premier League and Football Association staff

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### **Scope of job**

- To support the Scouting & Player Recruitment Administrator
- To support local and national Scouts



## Person Specification

### **Job Title: Scouting & Recruitment Administration Assistant**

**Knowledge: the level and breadth of knowledge to do the job e.g. understanding of a defined system, method or procedure, legal or regulatory frameworks etc**

#### Essential

- Understanding of relevant football procedures and regulations including the Elite Player Performance Plan and Premier League Rules and Youth Regulations
- Comprehension of the Youth Games Programme for each phase including Premier League 2, Professional Development League 2, Premier League Cup & U18 Premier League
- Knowledge of the process involved to register trialists and scouts onto the Premier Leagues Club Portal System and iFAS
- Experience of working within both transfer windows and knowledge of contract lengths, compensation agreements and relevant exit procedures

#### Desirable

- Knowledge of the Premier League's formal education programme for all Apprentices aged 16-19 who have signed a full-time Scholarship Agreement
- Experience of working within a Player Care/Player Liaison role

**Technical/work-based skills: skills specific to the job e.g. language competence, typing skills, coaching skills etc**

#### Essential

- Highly computer literate (with excellent abilities using Word, Excel, Google Sheets and ideally database knowledge and application)

#### Desirable

- Previous experience of using a travel booking database platform such as Clarity/Destination Sport/ATPI etc.
- Knowledge of the FA courses in Talent Identification



General skills and attributes: more general characteristics e.g. flexibility, communication skills, team working etc

Essential

- Ability to create and maintain accurate/accessible and organised documentation
- Excellent communicator, both written and verbal who places high value on attention to detail
- Ability to analyse data and information
- Ability to work independently and with internal/external teams
- Management of time, working to tight deadlines to ensure priorities are met, including weekends and evenings
- A proactive approach and the ability to work well under pressure in a fast-paced, demanding role
- Ability to multi-task and handle changes to plans and workload in a positive manner
- Understanding of how to work safely with children and/or vulnerable adults and uphold generally accepted practice when working with those participants
- Promote, adhere to and implement the Club's Equality Policy and to work consistently to embed equality and diversity within Club
- Approachable, personable and humble
- Strong team player

Desirable

- Experience of forecasting and working with budgets

Experience: proven record of experience in a particular field, profession or specialism.

Essential

- Minimum 2 years' experience in an administrative role

Desirable

- Working with children and/or vulnerable adults
- Previous experience of working within a professional football club



Qualifications: the level of educational, professional and/or occupational training required

Essential

- Post-holder will be subject to a DBS check at the appropriate level and cleared by the Wolves Safeguarding Manager

Desirable

- Current Child Protection Certificate
- FA Safeguarding Certificate